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CIA ARCHIVES & RECORDS CENTER

3 September 1968

MEMORANDUM FOR: Deputy Chief, [REDACTED] Engineering Division

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SUBJECT : Vehicle Support for the CIA Archives and Records Center

REFERENCE : Memo from D/Chief, [REDACTED] Eng. Div., Subj., Request for Vehicle Justification dated 12 July 1968

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1. The CIA Archives and Records Center has a continuing requirement for a GOV for trips to the Headquarters Area, our [REDACTED] to attend Agency sponsored training and conferences in the Washington, D.C. area and for on-the-job training with the Records Administration Branch.

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2. Many of the trips to Headquarters are of an emergency nature and must be made on a moment's notice to deliver urgently needed documents to the operating official. Occasionally these deliveries are made after hours or on weekends. In the past, due to the overall shortage of vehicles at [REDACTED] the A&RC could not obtain a vehicle on such short notice and mileage had to be paid to a member of the A&RC Staff.

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3. The A&RC has been advised by both Headquarters and [REDACTED] Security Officers to use unmarked vehicles with EO tags for the trips to [REDACTED] and areas where A&RC personnel do not use [REDACTED] cover. For this reason it is suggested that consideration be given to retaining an "EO vehicle" at [REDACTED]

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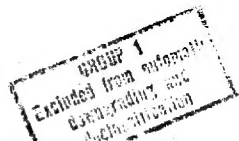
4. The A&RC has not maintained statistics on the number of times GOV's have been requested, however, according to the dispatchers records, we have requested a vehicle on 40 occasions in the past five months. We expect this volume to continue at about the same level, but as pointed out in Paragraph 2 above, many of these trips cannot be anticipated.

2 per week

5. Many of the trips require the movement of a large number of boxes and pieces of equipment that cannot be readily hauled in station wagons currently available to the A&RC from the [REDACTED] Motor Pool; for that reason it is suggested that if the [REDACTED] TVA is increased or when

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replacements are ordered, a heavy duty carryall suitable for over-the-road travel be considered.

6. The A&RC does not feel that we would be justified in asking for a vehicle assigned directly to us for our exclusive use, however, we agree with your proposal to increase the [REDACTED] TVA by one to be shared by the A&RC and the [REDACTED] Supply Division. As you outlined this proposal to me, I think it would be a very satisfactory arrangement.

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Deputy Chief

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